### **DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-141

Page 1 3 of

Agency
City of Frederick

Division/Unit

Office of the Mayor/Golf Course Administration

Administration			nistration	
Item No	Description		Retention	
1	Clinic files		Retain for 1 year, then destroy	
2	Member files		Retain for life of membership, then destroy	
3 Y	Junior camp		Retain for 1 year, then destroy	
Y	Merchant processing card information		Retain for life of agreement plus 4 years, then destroy	
5	Maryland State Golf Association	•	Retain until updated or superseded, then destroy	
6	Time sheets, copies		Retain for 2 years, then destroy	
フ	General correspondence		Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.	
	Project files		Retain for life of project plus 4 years, then destroy	
	Daily close-out sheets		Retain for 3 years, then destroy	
	Events	<b>-</b>	Retain for 2 years, then destroy	
Approved	Approved by Department, Agency or Division Representative			

Approved by Departm	ent, Agency or	Division	Representative
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**Date** 

Signature

Type Name \_\_

Title

Schedule Authorized by State Archivist

Date

OCT 2 2 2001

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-141

Page 2 of 3

(CONTINUATION SIEET)		
Item No	Description	Retention
8	Vendors	Retain until updated or superseded, then destroy
9	Budgets, copies	Retain for 3 years, then destroy
10	Purchase orders, copies	Retain for 2 years, then destroy
1/	Golf Course – Maintenance Personnel files	Transfer to HR upon termination of employee
12	Pesticides – inventories, MSDS, application information	Retain for 40 years, then destroy
13	Equipment files	Retain for life of equipment, then destroy
14	Maintenance information	Retain for life of equipment, then destroy
15	Irrigation files – daily usage, maintenance/repair, pump station	Retain daily usage for 30 days, then forward to Water Treatment; retain remaining information life of system, then destroy
16	Manuals and catalogs	Retain until updated or superseded, then destroy
17	Alphabetic files – horticulture, Audubon, fountains	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
18	Golf course - restaurant Payroll, copies	Transfer originals to mayor's office; retain copies for 1 year, then destroy

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-141

(CONTINUATION SHEET)		NUATION SHEET) Page 3 of 3	
Item No	Description	Retention	
19	Purchase orders	Retain until closed, then destroy	
20	Health Department files	Retain 5 years and until all audit requirements have been met, then destroy	
21	Agreement – Coca Cola	Retain for life of contract, plus 4 years, then destroy	
22	Beverage cart	Retain for 1 year, then destroy	
22	Kitchen equipment	Retain for life of equipment, then destroy	
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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE IDGS 550-11 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 Page \_\_\_\_\_ Of DIVISION Mayor's Office 3. UNIT Golf Course f Frederick DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR lini, Files 1999 10 2 ans 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) name, planett 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(5) D File Drawer(s) Letter Size Alphabetical ☐ Microfilm Reel (s) Computer Tape (s) Other (Specify) \_ to Legal Size Compuler Tape O Numerical D Bound Book D Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION U Video Tape ☐ Audio Tape Geographical O File Drawer (s) D Microfilm Reel (s) □ Other (Specify) \_ O Other (Specify) \_\_\_ Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER □ Daily □ Weekly Monthly Month(s) Year(s) Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) Office 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None Independent 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware) Betain 14, then destroy

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS -- TYPE OR PHILL A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCIEDULE IDGS 550-1]

#### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD

P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 3. UNIT Lolf Course DIVISION Mayor's Office Frederic DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR I LATETEST YEAR Junio Camp 191710 2000 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/occuments/forms found in the Series. Include the purpose or function of the Series) fee info, medical, parent signature 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(6) # File Drawer(s) E Letter Size □ Microfilm Alphabelical □ Microfilm Reel (s) Computer Tape (s) Other (Specify) \_ □ Legal Size D Computer Tape Numerical D Bound Book ☐ Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION U Video Tape ☐ Audio Tape Geographical O File Drawer (s) ☐ Microfilm Reel (s) O Other (Specify) \_ Other (Specify) \_ Computer Tape(s) Other (Specify) \_ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Weekly Monthly Month(s) Year(s) C Daily 13. CURRENT LOCATION(S) (Bidg. Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Office - admi: 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS None □ Federal 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Betain 14, then destroy. describe any hardware/software) O Yes\_ 21. DATE 10/10/00 19. NAME AND TITLE 20. TELEPHONE NUMBER

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (OGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 Frederick Mayor's Office 3. UNIT Half Course DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 1998 10200 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE ☐ File Drawer(s) Letter Size Microfilm Alphabelical Microfilm Reel (s) □ Computer Tape (5) to Legal Size Computer Tape Other (Specify) Numerical ☐ Floppy Disk Number D Bound Book Chronological 10. ANNUAL ACCUMULATION U Video Tape O Audio Tape Geographical □ File Drawer (s) D Microfilm Reel (s) □ Other (Specify) \_ Other (Specify) \_ □ Computer Tape(s) Other (Specify) \_ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED □ Weekly Monthly Month(s) Year(s) O Daily Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) admin . of. □ No O Yes \_ 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D None □ State D Federal Independent 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETERIOR

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1. DEPARTMENTIAGENCY FYCLOSIC	DIVISION Mayor's office	3. UNIT Gelf Course
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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19. HAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 10/10/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REMSED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (OGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 DIVISION Mayor's office 3. UNIT Solf Course rederic DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Teneral Correspondence 1996 102 200 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(6) D File Drawer(s) Celler Size ri Microlilm Alphabetical Microfilm Reel (s) □ Computer Tape (s) O Computer Tape Other (Specify) \_\_ C Legal Size Numerical C Floppy Disk Number D Bound Book Chronological 10. ANNUAL ACCUMULATION CI Audio Tape □ Video Tape Geographical □ File Orawer (s) D Microfilm Reel (s) □ Other (Specify) \_ Other (Specify) O Computer Tape(s) O Other (Specify) \_ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER C Daily Monthly Year(s) Month(s) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) O Yes \_ 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None D Federal Independent 18. RECOMMENDED REII Screen annually. Destroy material having not further fiscal, legal or operational value. Retain 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Review permanently any material that serves to describe any hardware/sollware) document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

20. TELEPHONE NUMBER

21. DATE 10/10/00

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DEPARTMENTIAGENCY FULL STATES	2 DIVISION Mayor's office	3. UNIT Lolf Course
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 2 DIVISION Mayor's Office 3. UNIT Gall Course DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR any Close-out Sheeto 1996 10 2000 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series, Include the purpose or function of the Series) 7. RECORD SERIES FORMAT(6) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) Q Keller Size Microfilm O Microfilm Reel (s) Alphabetical Computer Tape (s) U Legal Size ☐ Computer Tape Numerical Olher (Specify) \_ D Bound Book D Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION U Video Tape D Audio Tape Geographical □ File Orawer (s) D Microfilm Reel (s) D Other (Specify) \_\_\_ D Other (Specify) \_\_\_ □ Computer Tape(s) O Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Weekly Year(s) O Daily Monthly Month(s) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None □ Slate D Federal 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION Retain 34, then destruy describe any hardware/software) U Yes\_ 19. NAME AND OF 20. TELEPHONE NUMBER

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DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 3. UNIT Solf Course 1. DEPARTMENTIAGENCY Frederick Mayor's of DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 1998 10 Deca 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/occuments/torms found in the Series. Include the purpose or function of the Series) 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) File Drawer(s) □ Microfilm D Microlilm Reel (s) D Letter Size D Alphabetical □ Computer Tape (s) Compuler Tape Other (Specify) \_ U Legal Size Numerical D Bound Book ☐ Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION ☐ Video Tage □ Geographical Audio Tape D File Orawer (s) D Microfilm Reel (s) Other (Specify) \_\_\_ Other (Specify) \_ O Computer Tape(s) Other (Specify) \_ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Weekly Monthly Month(s) CT Daily Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) □ No U Yes \_\_\_ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS ☐ Federal □ None ☐ Slate Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE LOGS 550-11 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 Frederick (1. agin's off. Hold Course DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Budgeto, copies 1991 102001 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series, Include the purpose or function of the Series) 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE □ File Drawer(s) Letter Size Alphabetical O Microfilm Reel (s) Computer Tabe (s) Other (Specify) \_ to Legal Size Computer Tape Numerical Chronological D Bound Book ☐ Floppy Disk 10. ANNUAL ACCUMULATION C Video Tace CI Audio Tape O Geographical □ File Drawer (s) ☐ Microfilm Reel (s) a Other (Specify) Other (Specify) \_ O Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Monthly Month(s) Year(s) 🖾 Daily Weekly 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS O Independent D None □ State Federal 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Betain 34, then destroy 21. DATE 10/10/00 20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REMSED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCIEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 or Frederick major's office DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Las have Onders, Copies 1998 to Oso 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series, Include the purpose or function of the Series) 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(6) of File Drawer(s) Alphabetical Co Cetter Size D Microfilm Reel (s) a Microfilm D Computer Tape (s) □ Legal Size D Computer Tape □ Numerical O Other (Specify) Chronological D Floppy Disk D Bound Book 10. ANNUAL ACCUMULATION U Video Tape Geographical C Audio Tape D File Drawer (s) O Microfilm Reel (s) (Specify) \_ Olher (Specify) \_\_\_ O Computer Tape(s) Other (Specify) \_ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) □ Daily D Weekly Monthly 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ State Federal 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Betain 24, then destroy describe any hardware/software) 21. DATE 10/10/00 20. TELEPHONE NUMBER

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)  1. DEPARTMENTIAGENCY  DEFINITION - Records Series - A group of related record.  4. RECORD SERIES TITLE  Manuals Am	ds normally filed and used as a unit for reference as	AGENCY RECORDS INVENTORY  Page OI  3. UNIT May Course  Maintenance  well as retention and disposition purposes.  5. EARLIEST YEAR / LAIETEST YEAR  Coment
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INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 Frederic DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Majole, apies 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) Includes time sheets 7. RECORD SERIES FORMAT(S) 9. VOLUME 8. RECORD SERIES SEQUENCE O File Orawer(s) D/Cetter Size □ Microfilm Reel (s) D Microfilm Alphabetical □ Computer Tape (s) □ Other (Specify) to Legal Size C Computer Tape Numerical Number T Floppy Disk Chronological D Bound Book 10. ANNUAL ACCUMULATION U Video Tape ☐ Audio Tape □ Geographica! □ File Drawer (s) ☐ Microfilm Reel (s) Other (Specify) \_\_\_ Other (Specify) Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) □ Weekly Monthly C Daily Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Rostamont □ No U Yes \_\_\_ 15. ACCESS RESTRICTIONS (II yes. cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None □ State Federal Independent 18. RECOMMENDED RETENTION range in the magnes aff. 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Betain copies 14, then destroy.

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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCIEDULE (DGS 550-1)

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY	RECORDS	INVENTOR

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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 3. UNIT DIVISION rederi DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES SITLE 5. EARLIEST YEAR / LATETEST YEAR ealth Ound. Liles 199410 2ams 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series, Include the purpose or function of the Series) 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(5) O File Orawer(s) D Microfilm Reel (s) D Letter Size □ Microfilm Alphabetical □ Computer Tape (s) Compuler Tape Olher (Specify) to Legal Size Numerical ☐ Floppy Disk Number Chronological D Bound Book 10. ANNUAL ACCUMULATION U Video Tape ☐ Audio Tape Geographical ☐ File Orawer (s) D Microfilm Reel (s) Other (Specify) \_\_ D Other (Specify) \_ ☐ Computer Tape(s) Other (Specify) \_ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Monthly Month(s) Daily D Weekly 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (II yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) □ No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS Federal □ None Belain 54 and until all audit requirement & 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware) have liver med, they dedray. Yes\_ 21. DATE 20. TELEPHONE NUMBER 10/0/00

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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
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□ Letter Size □ Microfilm	☐ Alphabelicat	Microfilm Reel (s)     Computer Tape (s)	
to Legal Size to Computer Tape	O Numerical	Other (Specify)	
to Bound Book to Floppy Disk	□ Chronologicał	Number	
🗖 Audio Tape 💢 Video Tape	Geographical	10. ANNUAL ACCUMULATION	
FI Other (Spendul	□ Other (Specify)	File Drawer (s)  Microfilm Reel (s)	
to Other (Specify)	d Office (apecity)	Compuler Tape(s)	
		Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily D Weekly D Monthly		Month(s) D Year(s)	
	Number 2 month(s) C test(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Reslament.	Yes <u>furkania</u> D No		
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
D Yes D No	None 🗆 State 🗆	Federal D Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION		•	
describe any hardware/soliware)  D Yes D No  Relair Contract life plus 44, then deal			
19. NAME AND MILE OF PREPARER  SHOWER	20. TELEPHONE NUMBER	21. DATE 10/10/00	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCIEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Beverage Cant 1999 10 2000 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Becuret, Log 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) O File Drawer(s) teller Size Microfilm ☐ Microfilm Reel (s) Alphabetical □ Computer Tape (s) Computer Tape Numerical Other (Specify) U Legal Size ☐ Floppy Disk Number D Bound Book □ Chronological 10, ANNUAL ACCUMULATION O Video Tape Geographical ☐ Audio Tape □ File Drawer (s) D Microfilm Reel (s) D Other (Specify) \_\_\_ Other (Specify) \_ O Computer Tape(s) Other (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED □ Monthly □ Weekly Daily 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) Bestama 15. ACCESS RESTRICTIONS (II yes, cite law(s) 8 regulation(s) 16. AUDIT REQUIREMENTS Independent D Federal □ None □ Slale 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION describe any hardware/sollware) Breass 14, then destroy 19. NAME AND TILLE OF PRE 20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR itchen Equipment Curant 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series, Include the purpose or function of the Series) O pleatimal 9. VOLUME B. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) □ File Drawer(s) ☐ Microfilm Reel (s) D Letter Size D Microfilm Alphabetical □ Computer Tape (s) Other (Specify) \_ Computer Tape □ Legal Size D Numerical Number ☐ Floppy Disk D Bound Book Chronological 10. ANNUAL ACCUMULATION D Video Tape Geographical ☐ Audio Tape D File Drawer (s) □ Microlilm Reel (s) Other (Specify) \_ D Other (Specify) \_\_\_ Computer Tape(s) Other (Specify)\_ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Monthly Month(s) Year(s) D Weekly Daily 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) eslamant 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None Federal 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Relair Equip. Like then destruy describe any hardware/sollware)

20. TELEPHONE NUMBER

10/10/00